

Vacancy Announcement
Department of Justice - United States Attorney's Office
District of Maryland

TITLE, SERIES, GRADE: Lead Legal Assistant (OA), GS-986-8

SALARY RANGE: GS-8 \$40,612 to \$52,794 per year (Includes 2006 locality pay adjustment)

WORK SCHEDULE: Full-Time

PROMOTION POTENTIAL: None

VACANCY ANNOUNCEMENT NUMBER: 06-MD-01

OPENING DATE: 01/09/2006

CLOSING DATE: 01/20/2006

DUTY LOCATION(S): U.S. Attorney's Office, Criminal Division, Greenbelt Branch

NUMBER OF VACANCIES: One (1) Vacancy.

CONTACT: Timothy Garrett

Phone #: (410) 209-4934

TDD #: (410) 962-4462

Send your application package to: Complete application packages may be sent via facsimile to the USAO, attention Tim Garrett, (410) 962-0122; via electronic mail to USAOMD.Jobs@usdoj.gov; or via regular or express mail to: U.S. Attorney's Office, District of Maryland, 36 S. Charles Street, 4th Floor, Baltimore, MD 21201, Attn: Tim Garrett. Incomplete applications may not be considered.

Applications must be received or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems will not be considered.

WHO MAY APPLY: Permanent competitive service employees of the U.S. Attorney's Office for the District of Maryland.

DUTIES: Serves as Lead Legal Assistant responsible for distributing and balancing workload, monitoring work and training Legal Assistant support staff and students. Continuously follows up with Legal Assistants to assure that work is evenly distributed and ensure work is completed on time. Monitors the status and progress of work and makes day-to-day adjustments in accordance with established priorities and deadlines. Provides on-the-job training to new employees; provides instructions on how to perform specific tasks; and provides written instructions, reference materials, and supplies, as needed. Reports to supervisor on performance, progress and training needs of employees, and on disciplinary problems. Gives supervisor input on employee promotions, outstanding performance and justification for performance awards. Resolves minor informal

complaints of employees. Attends periodic meetings and informs team members of administrative matters, procedural changes and policy updates. Responsible for directly supporting one or more Assistant U.S. Attorneys by providing a wide variety of technical assistance services. Produces a variety of written documents and materials utilizing a wide range of office software applications.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - Applicants for the GS-8 must have at least one year of specialized experience equivalent to the GS-7 level. Specialized experience is legal assistant experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Applicants must indicate their typing speed/error rate on their resume/application. Applicants must be able to type 40 words per minute with 3 or fewer errors. Failure to indicate typing speed/error rate might preclude an applicant's employment consideration.

Applicants must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

2. EVALUATION METHOD - A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

Knowledge, Skills and Abilities:

1. Knowledge of legal policies, terminology, and procedures and court proceedings. (Describe your legal experience to include the types of documents prepared.)
2. Skill in operating a personal computer and various software programs. (Describe the software programs used to complete legal assistant/litigation support assignments)
3. Ability to communicate effectively both orally and in writing. (Describe your experience in oral and written communication - specifically dealing with providing instructions)
4. Ability to plan, organize and prioritize work to meet workload demands and office objectives. (Describe your experience in distributing, balancing, assigning, and monitoring work.)

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY - Submit the following documents:

--Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only).

4. VETERANS' PREFERENCE -Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

5. AGENCY REQUIREMENTS AND INFORMATION - If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

6. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.